COVID-19 Response Coordinators

- Formed in March 2020
- Led by President and Vice President
- Informed by CDC, Department of Education, Commonwealth of Virginia, and other state guidelines
Goals

- Ensure safety of faculty, staff and students
- Mitigate anxiety of returning to campus for work, school
- Continue to offer classes in remote synchronous and online formats as needed
- Bring in staff - Scheduling to maintain social distancing/gathering limitations by
  - Continuing mix of on-campus and telework
  - Staggering arrivals/departures
  - Reconfiguring work stations
- Bring in faculty and students
  - Maintain social distancing/gathering limitations - 10 or fewer
  - Provide classroom and technology resources as needed
Step 1 - Preparing the Building

- Cleaning plan
  - Clean and disinfect all workspace areas prior to opening
  - Maintain enhanced cleaning and disinfecting practices
  - Establish stringent cleaning protocols for shared spaces - labs, classrooms, rest rooms

- Building infrastructure check
  - HVAC - increase ventilation rates
  - Verify routine maintenance on mechanical systems up-to-date
  - Verify safety inspections up-to-date

- Reduce touch points
  - Touchless ingress/egress - prop open doors where feasible (do not violate fire codes)
  - Remove high shared touch tools - whiteboard markers, remotes, etc.
  - Disable vending machines - signage
  - Signage to use elbows, tissues, paper towels in other high touch areas has been ordered
Step 1 - Preparing the Building (cont.)

- Create and enforce a social distancing plan
  - Redesign work spaces or schedule to ensure 6 feet between work stations
  - Reduce capacity of shared spaces (remove seating)
  - Control the direction of foot traffic in main circulation areas (lobbies)
  - Install barriers such as Plexiglas shields for reception areas
  - Close common areas - conference rooms, break rooms
    - Meetings continue via Zoom, Teams
    - Employees leave campus for lunch, order take-out or bring non-perishable lunches
  - Vendor/delivery protocols
    - Designated space/monitored entrance to receive goods
Step 1 - Preparing the Building (cont.)

- Consistent placement of all Purell/sanitizing stations
  - Entrances & exits
  - Entering/exiting labs and classrooms
- Sufficient PPE & plan for inventory replacement
  - Masks - required in all common areas
  - Purell/hand sanitizer
  - Disinfectant for labs and individual workstations
  - Tissues/paper towels and no touch disposal receptacles for doors that cannot be propped open
- Post signage to communicate and enforce cleaning and social distancing protocols, use of PPE
Step 2 - Screening Protocol for Faculty, Staff, and Students

- Single point of access to building - monitored
  - Or one entrance faculty/staff, one entrance for students
- Maintain social distancing outside of building while waiting to get in
- Temperature taken at monitoring station (non-contact infrared forehead thermometer or thermal imaging camera)
- Faculty and staff coming on campus are surveyed before being authorized to return via link to Microsoft Forms (responses go directly to HR) or upon arrival at monitoring station.
  - Are you currently experiencing any of the following symptoms?
    - Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
  - Have you, or has anyone in your household, had COVID-19?
    - Were 2 week quarantine protocols observed? If yes, dates.
  - Have you, or has anyone in your household, had contact with anyone who has or has had COVID-19, or the symptoms associated with COVID-19.
    - Were 2 week quarantine protocols observed? If yes, dates.
  - Please enter any comments you wish to add related to your responses above.
  - Is the information you provided on this form true and correct to the best of your knowledge?
Step 2-Screening Protocol for Faculty, Staff and Students (cont.)

- Based on responses, HR notifies Faculty/Staff member if return to work is authorized. Responses treated as PHI.
- No one allowed in building who
  - has or has had COVID 19 and has not been quarantined for at least two weeks
  - has been exposed to COVID 19 and has not completed quarantine protocols
  - who is symptomatic
  - who has a temperature of 100.4 or above
- Masks required in common areas - if entrant does not have, a mask will be provided at monitoring station.
- Monitors trained on
  - what constitutes PHI and how to handle PHI - maintaining confidentiality
  - how to handle a situation where someone is symptomatic, has a temperature or answers yes to any of the screening questions.
  - always wear mask - frequent wipe down of screening area
Step 3-Lab/Testing Protocols

- **Scheduling**
  - Program Directors to schedule student shop times to assure that no more than 10 people total are in any given room at a time (fewer if size of room does not allow for 6 feet apart). Sufficient time to be provided to allow one group to leave before the next arrives. Schedule available to students on Canvas Learning Management System (LMS).
  - Faculty will ensure that no more than 10 people are assembled in their room at any given time.

- **Cleaning & Disinfecting Protocols**
  - Faculty to disinfect with 70% or higher alcohol based solution workspace including monitor, keyboard, chair, and any tools or equipment used prior to first student. Student to disinfect workspace, including monitor, keyboard, chair, and any tools or equipment used upon completion of lab.
  - Cleaning and disinfecting protocols to be posted in each lab.
Step 3-Lab/Testing Protocols (cont.)

- **Testing Procedure**
  - Student testing space organized with alternate desks in checkerboard pattern ensuring that each workspace is a minimum of 6 feet apart. Monitors and keyboards removed for computers not being used.
  - Cloth chairs replaced with washable chairs.

- **Laboratory Procedure**
  - Laboratory doors remain open, lights on.
  - Laboratory workstations situated no less than 6 feet apart to accommodate 2 people (faculty and student) a minimum of 6 feet apart.
  - Floor taped to indicate stations, safe distancing and traffic flow.
  - Supplies available in each classroom. Faculty to resupply for each individual use.
Step 4 - Necessary Supplies

- Sneeze guards/Plexiglas shields ordered for transaction desks
- Floor tape
- Cleaning and disinfecting supplies
- Hand sanitizer
- Hand sanitizing stations
- Tissue & paper towels and no touch disposal receptacles for high touch areas
- Masks
- Infrared forehead thermometers or thermal imaging camera
- Chair covers for cloth chairs if not enough vinyl/washable chairs
Step 5 - Signage and Floor Marking

- Reminders & How to guidelines
  - Wash your hands
  - Wear a mask in common areas - don’t touch your face
  - Social distancing

- Informative
  - Signs directing traffic - floor markings along with directional signs
  - Protocols for cleaning individual work stations
  - Protocols for cleaning labs
In anticipation of more faculty, staff and some students being on campus next week as we enter Phase 1 of our reopening, we want to make you aware of the preparations we have made and what you can expect to see on campus beginning Tuesday 5/12/2020:

- Cleaning protocols have been enhanced to include cleaning and disinfecting common areas, restrooms and high touch surfaces each day. Faculty, staff and students will be required to maintain this cleaning standard by cleaning and disinfecting their personal work stations, classrooms and labs before starting and ending work/class each day.

- Sanitizing stations have been set up near all entry/exit points, elevators, stairwells and other high-touch surface areas. Please remember to wash your hands and use hand sanitizer frequently throughout the day. No hand shaking or other physical contact.

- Face Coverings/Masks (see attached) should be worn in all common areas- if you do not have a face covering/mask, one will be provided for you.

- Signage and floor markings will be visible throughout the campus to remind everyone of proper preventative measures and social distancing protocols.

- Faculty, staff and students will enter the building through designated entrances. All other entrances and exits will be locked.

- Faculty, staff and students will have their temperature taken when they enter the building- if your temperature is above 100.4 you will be asked to go home and follow the self-quarantine protocol provided by Human Resources.

- We are limiting the number of visitors to the campus. Vendors/food delivery will have a designated drop off and pick up area outside of the building. Keep in mind, common break rooms and vending machines will not be accessible during this initial return period. Please plan your meals accordingly.

We want to assure you that while COVID-19 has changed the way we operate, in re-opening our campuses the health and safety of our faculty, staff and students is our highest priority. ATI is complying with all CDC and OSHA guidelines, as well as federal, state and local orders and directives regarding resumption of campus operations.

As we navigate these uncertain times, it is important to have patience and remember we are all in this together. This situation is fluid and subject to change- while we all want to get back to normal, it is important for the health and safety of our faculty, staff and students that we observe these new protocols and most importantly, that no one comes to work or school if they have had or been exposed to COVID 19 and not completed quarantine protocols, or if they are sick, have a fever or are exhibiting any symptoms of COVID-19.

Lastly, we don’t want anyone returning to school if they or a family member are in a high-risk category and are uncomfortable returning to work at this time.

Thank You
Additional Information

- President and Vice President contact local health departments as necessary
- Testing information available on VDH and local health department web sites
- Virginia Beach Health Department 757-683-2745
Additional Information

- In case of outbreaks that require campus closure, resume 100% remote synchronous classes, virtual laboratories, and work from home if necessary
- Communicate with students through email and Canvas Learning Management System (LMS) portal
- Communicate with faculty and staff through Microsoft Teams, Zoom meetings, and email
- All non-discrimination policies remain in effect
Additional Information

- ATI web site: https://auto.edu/